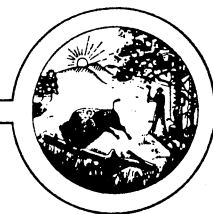


# Indiana Department of Education



## Division of Exceptional Learners

Room 229, State House - Indianapolis, IN 46204-2798

Telephone: 317/233-5435

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e:mail <rparker@doe.state.in.us>

<http://web.indstate.edu/soe/iseas/dse.html>

### MEMORANDUM

TO: Designated P.L. 105-17 Project Directors

FROM: Hank Binder *HB*  
Federal Projects Coordinator  
Division of Exceptional Learners  
317/233-2134

RE: Fiscal Year 2003 Local Educational Agency Application  
Under P.L. 105-17 (CFDA Number 84.027A)

DATE: May, 2002

The Individuals with Disabilities Education Act (IDEA) requires that a local education which desires to receive funds under the Act shall submit an application to the State educational agency.

This office will consider only those local educational agency application which are developed in conformance with approved Comprehensive Special Education Plans. This requirement will strengthen the special education cooperative concept and is linked to section 300.190 of the regulations. Therefore, P.L. 10517 funds will be obligated to each approved planning district through its established administering school corporation. It will be up to the respective special education cooperative board, if applicable, to determine how P.L. 105-17 funds will be utilized to achieve maximum benefits to children with disabilities. In a case where a consolidated application is required, the grant award to the special education cooperative will be equal to the sum of the entitlements of the separate local educational agencies. Enclosed is a funding schedule which pertains to your school corporation or special education cooperative.

Funds provided under P.L. 105-17 must be used for excess costs. The excess cost provision of the Act is designed to assure that children with disabilities participating in P.L. 105-17 projects are guaranteed the basic funding provided to all children in the school corporation or special education cooperative. Refer to sections 300.184-300.185 of the regulations for information concerning the excess cost requirement. With additional funds being made available in fiscal year 2003, you are reminded of the maintenance of fiscal effort requirements. These requirements state that P.L. 105-17 funds must be used to supplement and increase the level of State and local funds expended for special education, and in no case, to supplant those State and local efforts. Thus, these additional funds cannot be used for costs previously paid for with State and local funds except as allowed under sections 300.232 and 300.233.

The awards under P.L. 105-17 for fiscal year 2003 will be available July 1, 2002. When submitting the application, please send the original and one (1) copy. In addition, the following timeline submission policies will be in effect for grants issued this coming school year:

- A completed application submitted by August 15, 2002 will receive retro-active approval as of July 1, 2002.
- A completed application submitted between August 15, 2002 and November 15, 2002 will be approved as of the date it is received by the Division of Exceptional Learners.
- **A COMPLETED APPLICATION SUBMITTED AFTER NOVEMBER 15, 2002 WILL BE NOT BE CONSIDERED FOR FUNDING DURING THE 2002-2003 SCHOOL YEAR.**

If you need further assistance, please do not hesitate to contact me (317/233-2134) or Robin Parker (317/233-5435).

rp

Enclosure

142packet\2003application-memo

Indiana Department of Education

Division of Exceptional Learners

DUE: AUGUST 15, 200

**Federal Assistance for the Education of Students with Disabilities**

Part B of P.L. 105-17, Individuals with Disabilities Education Act

CFDA #84.027A

*Adams-Weiss*

**PART I - PROJECT APPROVAL AND STATISTICAL INFORMATION**

1. STATE EDUCATION AGENCY SECTION (to be completed by the Department of Education)				2. PROJECT DURATION					
STATE PROJECT NO.	DATE APPROVED	AMOUNT APPROVED	ALLOCATED FROM FEDERAL FY	FROM MONTH	DAY	YEAR	TO MONTH	DAY	YEAR
14203-001-PN01		1,395,415-	2002	July	01	2002	June	30	2003
3. APPLICANT AGENCY				4. PROJECT DIRECTOR					
CHIEF ADMINISTRATIVE OFFICER				PROJECT DIRECTOR					
SCHOOL CORPORATION/ AGENCY NAME				NAME OF PLANNING DISTRICT					
STREET ADDRESS				STREET ADDRESS					
CITY				CITY					
STATE				STATE					
ZIP		LEA CODE		ZIP					
TELEPHONE NUMBER				TELEPHONE NUMBER					
5. MAINTENANCE OF FISCAL EFFORT (Report the total amount of state/local funds expended on special education services - DO NOT INCLUDE FEDERAL EXPENDITURES.		1ST PRECEDING FISCAL YEAR		FAX NUMBER					
		2ND PRECEDING FISCAL YEAR		6. TITLE OF PROJECT					
7. TYPE OF FORM	APPLICATION	FY 2003 PART B PASS-THROUGH			8. SIGNATURE OF AUTHORIZED STATE EDUCATION AGENCY OFFICIAL				
	APPLICATION AMENDMENT								
	REPORT				DATE APPROVED				
	REPORT AMENDMENT								

PART B OF P.L. 105-17, IDEA

9. PROJECT PARTICIPANTS

A. CHILDREN RECEIVING DIRECT SERVICES (INCLUDE ONLY THOSE STUDENTS WHO ARE RECEIVING DIRECT SERVICES FROM PERSONNEL EMPLOYED WITH FUNDS PROVIDED UNDER THIS FEDERAL GRANT AWARD)						B. PROJECT PERSONNEL PAID FROM THESE FEDERAL PROJECT FUNDS (DO NOT INCLUDE CONTRACTED SERVICES PERSONNEL)			
Type of Disabled Children Served	Number of Children Served by Age					Number of Personnel Paid (Must be Reconciled With Number and Type of Personnel Listed on Budget)			
	Ages 0-2	Ages 3-5	Ages 6-17	Ages 18-21	Total Ages 0-21	Teachers	Teacher Aides	Other Personnel	Total Personnel
Multiple Disabilities									
Orthopedic Impairment									
Visual Impairment									
Hearing Impairment									
Emotional Disability									
Learning Disability									
Developmental Delay									
Communication Disorder									
Mild Mental Disability									
Moderate Mental Disability									
Severe Mental Disability									
Deaf-Blind									
Autism Spectrum Disorder									
Traumatic Brain Injury									
Other Health Impairment									
TOTALS									

C: PERSONNEL RECEIVING INSERVICE TRAINING FROM THESE FEDERAL PROJECT FUNDS			
Total Teachers	Total Teacher Aides	Total Other Personnel	Total Number of Persons Trained

PROJECT NUMBER \_\_\_\_\_

## PART II – NARRATIVE BUDGET

(APPLICATION – Give estimated dollar amount of federal funds required. REPORT – Give actual expenditures)

[illegible]

[illegible]

ACCOUNT NUMBER	EXPENDITURE DESCRIPTION	LINE ITEM TOTAL
5.	TRAVEL (INCLUDE TRAVEL BY TYPE OF PERSONNEL): Enter total travel costs to the right → – list travel by type of personnel and subtotals below ↘	
6.	CONTRACTED SERVICES: (LIST THE TYPE OF CONTRACTED SERVICES PROVIDED): Enter total contracted services costs to the right → – list type of contracted services and subtotals below ↘	
7.	MATERIALS AND SUPPLIES (INCLUDE THE <u>TOTAL</u> AMOUNT TO BE USED TO PURCHASE PROGRAMMATIC AND/OR OFFICE MATERIALS AND SUPPLIES)	
8.	EQUIPMENT: ENTER <u>TOTAL</u> AMOUNT OF EQUIPMENT PURCHASES. PROVIDE LIST OF EQUIPMENT ON SEPARATE SHEET.  EQUIPMENT IS DEFINED AS "TANGIBLE, NON-EXPENDABLE / NON- CONSUMABLE PERSONAL PROPERTY HAVING A USEFUL LIFE SPAN OF MORE THAN ONE YEAR".	

[illegible]

[illegible]



## EQUIPMENT LIST FOR PROJECT NUMBER \_\_\_\_\_

(Use additional sheets as necessary)

QUANTITY	DESCRIPTION OF ITEM	PER UNIT PRICE	TOTAL AMOUNT
	Total Amount of Equipment		\$

### PART III – STATEMENT OF ASSURANCES

(P.L. 105-17, Part B, IDEA-97)

The applicant hereby assures the Indiana State Superintendent of Public Instruction that:

1. All students with disabilities who are participating in programs and projects funded under this part receive a free appropriate public education, and that they and their parents are provided all the rights and procedural safeguards under Part B of IDEA.
2. The control of funds provided under this project, and title to property derived therefrom, will be in a public agency for the uses and purposes provided in this project, and that a public agency will administer such property and funds and apply them only for the purposes for which they are granted.
3. The applicant will make a project report within thirty (30) days after termination of the project, and such other reports to the Indiana Department of Education to enable the Indiana Department of Education to perform its duties under the applicable law including information relating to the educational achievement of students participating in programs carried out under this project. The applicant will keep such records and afford such access thereto as the Indiana Department of Education may find necessary to assure the correctness and verification of such reports.
4. The amounts of non-Federal funds expended by schools operated or supported by this agency will be maintained at the same level as they would have been maintained if no projects had been approved for these schools. Thus, Federal funds expended under this project will be used to supplement state and local efforts and in no case to supplant such state and local efforts.
5. Compliance with Title IX of the Education Amendments of 1972, P.L. 92-318: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
6. Compliance with the regulations governing the collection, maintenance and dissemination of student records as required by the Family Educational Rights and Privacy Act of 1974.
7. Compliance with Title VI of the Civil Rights Act of 1964 prohibiting employment discrimination where: (1) the primary purpose of a grant is to provide employment, or (2) discriminatory employment practices which will result in unequal treatment of persons who are or should be benefitting from the grant-aided activity.
8. Whenever there is an adjustment contemplated of more than ten percent (10%) upward or downward in the budgeted line items or the total budget, or there is a substantial change in the scope of the project, an amendment will be submitted to the Division of Exceptional Learners requesting permission to make the necessary project modifications.
9. All policies and programs which the LEA establishes and administers are consistent with P.L. 105-17.
10. To be consistent with the number and location of disabled children in the area served by the applicant agency who are enrolled in non-public elementary and secondary schools, provision has been made for participation by such children in programs and projects carried out under P.L. 105-17. (Public schools only)
11. The amount of P.L. 105-17 funds expended by schools under this project will represent only the excess costs of providing special education and related services for students with disabilities. These funds, therefore, will not pay for all the costs directly attributable to the education of students with disabilities subject to the regulations.
12. State and local funds will be used in the jurisdiction of the applicant agency to provide services in program areas which, taken as a whole, are at least comparable to services being provided in areas of the applicant agency which are not receiving services under this project.
13. The Section 504 of the Rehabilitation Act of 1973 Assurance of Compliance (Form HEW 641) has been filed by all school corporations participating in this project with the Office of Civil Rights, Department of Education and applies to this application. This assurance includes a commitment to employ and advance in employment qualified individuals with disabilities.
14. Steps will be taken to insure that students with disabilities have available to them a variety of education programs and services available to non-disabled children, including but not limited to: art, music, industrial arts, consumer and homemaking education, and vocational education.
15. Steps will be taken to provide students with disabilities with non-academic and extra curricular services and activities.
16. The notice required under the confidentiality section of the P.L. 105-17 regulations will be published in newspapers having local coverage prior to the initiation of any child find activities for the project year.
17. The definitional standards of Article 7 and the priority requirements of P.L. 105-17 will be the criteria used in selecting disabled children to participate in this project.
18. Compliance with the Age Discrimination Act prohibiting discrimination on the basis of age.
19. Fiscal Control and fund accounting procedures will be used to insure proper disbursement of and accounting for P.L. 105-17 funds under this project.

20. Compliance with applicable health and safety requirements pertaining to facilities used under this project.
21. Records pertaining to this project will be kept for a period of five years after the year for which these funds were made available.
22. Reasonable opportunities will be provided to teachers, parents, individuals and other interested agencies/organizations regarding the planning and implementation of this project.
23. Any application, report or evaluation relating to this project will be made readily available to parents and other members of the general public.
24. Effective procedures have been adopted for acquiring and disseminating to teachers and administrators significant information from education research and demonstrations under this project, and for adopting, where appropriate, promising educational practices developed under this project.
25. Other interested agencies/organizations have been consulted regarding the coordination of services provided under their programs with services to be provided under this project. This assurance includes a commitment, where appropriate, to share information, facilities, staff, services or other resources with agencies/organizations which have similar objectives and concerns.
26. This project will be administered in accordance with all applicable statutes, regulations, program plans and applications.
27. The standards and procedures required as a condition for receiving fiscal year 2001, Part B funds are hereby incorporated by reference into this application. Such standards and procedures address the areas of: General Provisions; Private Schools or Facilities; Program Planning and Evaluation; General Administration of Programs; Procedural Safeguards; Confidentiality of Information; Educational Surrogate Parents; Identification and Evaluation; Eligibility Criteria; Determination of Special Education Services; Related Services; Transitions; Transfer of Rights; Discipline Procedures; and Due Process Procedures.
28. This application has been made available to parents, guardians, and other members of the general public prior to its submission to the Indiana Department of Education, Division of Exceptional Learners.
29. The certifications regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements are hereby attached and incorporated by reference into this application.

#### CERTIFICATION

I CERTIFY that, to the best of my knowledge, the information contained in this application is correct and complete and that the applicant agency named in Part I has authorized me, as its representative, to give the above assurances.

<i>Typed Name of Authorized Representative</i>	<i>Signature of Authorized Representative</i>	<i>Date</i>

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Logging" and 34 CFR Part 85, "Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)". The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transactions, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-

#### A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

#### A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571.

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

### DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

## PART IV -- COOPERATIVE AGENCY AGREEMENT

Each of the undersigned certifies that to the best of his or her knowledge, the information contained in this application/ amendment/report is correct and complete, and that the agency which he or she represents has authorized him or her to file this application/ amendment/report. The participating agency named below has been designated as the administrative and fiscal agent for this project. All participating agencies have entered into an agreement concerning the final disposition of equipment, facilities, and materials purchased for this project with Federal funds.

### CERTIFICATION OF AGENCY DESIGNATED ADMINISTRATIVE AND FISCAL AGENT FOR THIS PROJECT

A. Legal Name of Agency (state or local)		B. Name and Title of Authorized Representative	
C. Address (number, street, city or town)		D. Signature	
E. State	F. ZIP Code	G. Area Code/Telephone Number/Ext.	H. Date Signed
Number of students with disabilities participating in this project:			

### CERTIFICATION OF COOPERATING AGENCIES

(1) A. Legal Name of Agency (state or local)		B. Name and Title of Authorized Representative	
C. Address (number, street, city or town)		D. Signature	
E. State	F. ZIP Code	G. Area Code/Telephone Number/Ext.	H. Date Signed
Number of students with disabilities participating in this project:			
(2) A. Legal Name of Agency (state or local)		B. Name and Title of Authorized Representative	
C. Address (number, street, city or town)		D. Signature	
E. State	F. ZIP Code	G. Area Code/Telephone Number/Ext.	H. Date Signed
Number of students with disabilities participating in this project:			
(3) A. Legal Name of Agency (state or local)		B. Name and Title of Authorized Representative	
C. Address (number, street, city or town)		D. Signature	
E. State	F. ZIP Code	G. Area Code/Telephone Number/Ext.	H. Date Signed
Number of students with disabilities participating in this project:			
(4) A. Legal Name of Agency (state or local)		B. Name and Title of Authorized Representative	
C. Address (number, street, city or town)		D. Signature	
E. State	F. ZIP Code	G. Area Code/Telephone Number/Ext.	H. Date Signed
Number of students with disabilities participating in this project:			